



C A L I F O R N I A D E P A R T M E N T O F

# Mental Health

[www.dmh.ca.gov](http://www.dmh.ca.gov)

## CONTINUOUS TESTING

### OPEN SPOT FOR NAPA AND PATTON STATE HOSPITALS AND VACAVILLE PSYCHIATRIC PROGRAM

## HEALTH RECORD TECHNICIAN I

The Department of Mental Health is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age (40 and above), religion, marital status, national origin, ancestry, disability (mental and physical, including HIV/AIDS), medical condition (i.e., cancer or genetic characteristics), political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

#### EXAMINATION TYPE

This is an open, spot examination for the Department of Mental Health, Napa and Patton State Hospitals and Vacaville Psychiatric Program. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

#### HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to **ONE** address indicated below. Do not submit multiple Examination and/or Employment Application forms; you must choose the location that you are willing to work in to submit your Examination and/or Employment Application form. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

**NOTE:** All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

#### WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

**NAPA STATE HOSPITAL  
PERSONNEL OFFICE  
2100 NAPA-VALLEJO HIGHWAY  
NAPA, CA 94558-6293  
(707) 253-5611 / TDD (707) 253-5768**

**PATTON STATE HOSPITAL  
HUMAN RESOURCES-EXAMS/HIRING  
3102 EAST HIGHLAND AVENUE  
PATTON, CA 92369  
(909) 425-7000 / TDD (909) 862-5730**

**VACAVILLE PSYCHIATRIC PROGRAM  
SELECTION SERVICES UNIT  
P.O. BOX 2297  
VACAVILLE, CA 95696-2297  
(707) 449-6514**

#### EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the last 12 months, you are not eligible to compete in this examination.

#### FINAL FILE DATE

**Continuous Testing – No Final File Date.** Testing is considered continuous as dates can be set at any time.

#### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.

#### IDENTIFICATION REQUIRED

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**HEALTH RECORD TECHNICIAN I**

**CW45/1869/8MHFF/8MHGG/9MHAA**

**Final Filing Date: Continuous**

EXAMINATION DATES	Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.
SALARY RANGE	\$2862 - \$3345
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p><b>NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.</b></p>
MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Education Requirements: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p> <p style="text-align: center;">Either I</p> <p>One year of California state service clerical experience which includes training and supervised work experience in the procurement and processing of health data.</p> <p style="text-align: center;">Or II</p> <p>Two years of clerical experience in the medical or health records section of a health facility. (Successful completion of an academic curriculum in medical records science in an accredited school may be substituted for the required general experience on a year-for-year basis.)</p>
POSITION DESCRIPTION	This is the general entry level into this series and the journey person level for persons assigned specifically to coding or other comparable health record processing functions. Under close supervision, works with relatively structured records; and learns the principles of health data processing including detailed coding and basic abstracting.
POSITION LOCATION(S)	Positions are located at Napa and Patton State Hospitals and Vacaville Psychiatric Program.
EXAMINATION INFORMATION	<b>This examination will consist of a Qualifications Appraisal Panel interview only, weighted 100%.</b> In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. <b><i>Candidates who do not appear for the interview will be disqualified.</i></b>
EXAMINATION SCOPE	<p style="text-align: center;"><b>Qualifications Appraisal – Weighted 100%</b></p> <p>Knowledge of:</p> <ol style="list-style-type: none"> <li>1. Basic medical terminology, human terminology and human anatomy.</li> <li>2. Health record systems and methodology used by health facilities.</li> <li>3. Classification of morbidity and mortality information for statistical purposes.</li> </ol> <p>Ability to:</p> <ol style="list-style-type: none"> <li>1. Understand and conform to specific basic principles and rules of health data abstracting and coding.</li> <li>2. Meet and deal tactfully with the public.</li> <li>3. Communicate effectively both orally and in writing.</li> <li>4. Benefit from academic and in-service training and job experience.</li> </ol> <p>If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.</p> <p>In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.</p>

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

**ELIGIBLE LIST INFORMATION**

Departmental open eligible lists will be established for the Department of Mental Health, Napa and Patton State Hospitals and Vacaville Psychiatric Program. The eligible lists will be used to fill vacancies at Napa and Patton State Hospitals and Vacaville Psychiatric Program only. Names of successful competitors are merged onto the lists in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the lists warrant a change in this period.

**VETERANS PREFERENCE**

Veterans preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points.

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**GENERAL INFORMATION**

**For an examination without a written feature** it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 three weeks after the application deadline date if she/he has not received a progress notice.

**If a competitor's notice of oral interview** or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

**Examination and/or Employment Application (STD. 678) forms are available** at the State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at [www.spb.ca.gov](http://www.spb.ca.gov).

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

**The Department of Mental Health** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Veterans' Preference:** California law limits the granting of veterans preference credits to entrance examinations. Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS. Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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**DEPARTMENT OF MENTAL HEALTH**

1600 9<sup>th</sup> Street, Room 121  
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922